

TIPPECANOE COUNTY COMMUNITY CORRECTIONS

PARTICIPANT RULES AND REGULATIONS

LAFAYETTE, INDIANA

EFFECTIVE: January 1, 2002

REVISED: August 08, 2014

March 15, 2016

June 20, 2017

August 9, 2017

March 19, 2018

Please do not write in this Handbook. All forms will be provided



It is the **MISSION** of TCCC to be progressive in providing cost effective, community based alternatives to incarceration by providing intensive supervision in combination with cognitive behavioral programs and evidence based practices to more efficiently encourage positive change in our participants.



It is the **VISION** of TCCC to provide effective opportunities for our participants to achieve positive change and be re-integrated into our community while becoming productive members of society.

**Tippecanoe County Community Corrections
Participant Handbook Receipt**

I acknowledge receipt of the Tippecanoe County Community Corrections participant handbook. I understand that this booklet contains rules and policies governing my conduct while on a Community Corrections Program. This handbook as property of said program will not be removed from the facility. I further understand that after reading and signing the appropriate sheets, they will be kept with my Community Corrections records. I also understand that any violation of these rules and policies may result in disciplinary action against me, and/or removal from the program.

Signed: _____

Witness: _____

Time and Date: _____

TIPPECANOE COUNTY COMMUNITY CORRECTIONS

Admittance Guidelines

In order to qualify for admittance into the Community Corrections Program you must meet the following guidelines:

- **Must be recommended by the sentencing court.**
- **Must have no other criminal charges pending(at the discretion of TCCC)**
- **Must be physically fit and able to work at least 35 hours per week.**
- **Must be 18 years of age or over, or convicted in an adult court.**
- **Must have all courts recommending Community Corrections if you are serving sentences out of more than one court.**
- **Must not be deemed an escape risk.**
- **Must qualify for Direct Placement per I.C. 35-38-2.6**
- **Must have no conviction (past or present) of a violent crime:**
 1. **Murder (I.C. 35-42-1-1)**
 2. **Battery with a deadly weapon (I.C. 35-42-2-1) or battery causing death;**
 3. **Kidnapping (I.C. 35-42-3-2)**
 4. **Criminal Confinement with a deadly weapon (I.C. 35-42-3-3)**
 5. **Robbery resulting in serious bodily injury or with a deadly weapon(I.C. 35-42-5-1)**
 6. **Arson for hire or resulting in serious bodily injury (I.C. 35-43-1-1)**
 7. **Burglary resulting in serious bodily injury (I.C. 35-43-2-1)**
 8. **Resisting law enforcement with a deadly weapon. (I.C. 35-44-3-3)**
 9. **Escape with a deadly weapon. (I.C. 35-44-3-5)**
 10. **Rioting with a deadly weapon. (I.C. 35-45-1-2)**
 11. **Aggravated Battery (I.C. 35-42-2-1.5)**
 12. **Disarming a Law Enforcement Officer (I.C. 35-44-3-3.5)**
- **An offense under IC 9-30-5-4 (OWI Causing Serious Bodily Injury)**
- **An offense under IC 9-30-5-5 (OWI causing Death)**
- **Must have no conviction (past or present) of a sex crime.**

Listed in (I.C. 35-42-4)

The following crimes are considered sex crimes.

 1. **Rape (I.C. 35-42-4-1)**
 2. **Criminal deviate conduct (I.C. 35-42-4-2)**
 3. **Child molesting (I.C. 35-42-4-3)**
 4. **Child Exploitation (I.C.35-42-4-4)**
 5. **Vicarious Sexual Gratification (I.C. 35-42-4-5)**
 6. **Child Solicitation (I.C. 35-42-4-6)**
 7. **Child seduction (I.C. 35-45-4-2)**
 8. **Sexual Battery (I.C. 35-42-4-8)**
 9. **Sexual Misconduct with a minor (I.C. 35-42-4-9)**
 10. **Sexually Violent Predator (I.C. 35-42-4-10)**
 11. **Unlawful employment near children by a sexual predator (I.C. 35-42-4-10)**
 12. **Prostitution (I.C. 35-45-4-2)**
 13. **Patronizing a prostitute (I.C. 35-45-4-3)**
 14. **Incest (I.C. 35-46-1-3)**

The offender is a legal citizen of the United States or they can provide proper documentation that they are allowed to be in the U.S. (Proper documentation includes, but is not limited to: Green Cards, Birth Certificates, a Secured Driver's License, Passport, and Military ID.)

- **Must be sentenced to no more than a maximum of four years.**
- **Must have or be able secure full time employment within 14 days from date of admittance.**
- **Must have reliable transportation to and from work.**
- **All fees must be paid in full from any previous times on any Community Corrections Program.**
- **Prior violations may prohibit you from placement on the Work Release Program.**

GUIDELINES FOR OUT OF COUNTY ADMISSIONS

1. The Tippecanoe County Work Release facility must have ten (10) or more vacant spaces available.
2. You must meet one of the following criteria for Tippecanoe County Community Corrections:
 - a. Live and work in Tippecanoe County
 - b. Live in an adjacent county to Tippecanoe County and work in Tippecanoe County.
 - c. Live and work in an adjacent county.
3. The sentencing court order must state that the defendant may serve his/her court ordered time on the Tippecanoe County Community Corrections Program “at a level to be determined by the Executive Director” if accepted to said program.
4. He/she would be ordered to pay all fees.
5. The Court Order must further state that should the Defendant herein violate any rules as set forth by the Work Release Program rules and regulations, the Defendant herein shall be returned to the Sentencing County’s Jail by the Sheriff of said county to serve the balance of his/her sentence in the general population.
6. Pay a sign-on fee of \$150.00, and a \$150.00 transfer fee when applicable.

Applicants for Tippecanoe County Community Corrections program.

A staff member will review the applicant; this review will include criminal records, all previous jail conduct records, health and treatment history, and personal history. This review may also include interviews with police, probation officers, family, friends, neighbors, employers, and co-workers.

The Tippecanoe County Community Corrections Executive Director, Deputy Director, Intake Team or a program coordinator must approve each applicant.

Please remember that acceptance into this program is not a right, *IT IS A PRIVILEGE* and future opportunity for participants in the program will depend on the track record of people such as you. Please work with staff if any problems arise. We are working toward the same goal.

Subject: Goals and Objectives

The goals and objectives of Tippecanoe County Community Corrections are as follows:

1. To divert felons and misdemeanants from the Tippecanoe County Jail and the Indiana Department of Corrections.
2. To minimize risk to public safety by ongoing monitoring of participant behaviors.
3. To address the rehabilitative needs of the incarcerated offenders through referral to community resources.
4. To maintain productivity of offenders by allowing continuation of employment while serving a sentence. To increase skills by providing Adult Basic Education to participants, helping participants find any counseling that they are in need of and reducing their overall risk and needs.

General Rules and Regulations

As a participant of any Tippecanoe County Community Correction Program, it shall be required that you adhere to the following rules and regulations. Further specific guidelines and instructions will be provided to you if accepted onto the program.

I hereby agree to the following Tippecanoe County Community Correction agreement. I understand that any violation of this agreement will result in disciplinary action against me and may result in my removal from any Tippecanoe County Community Correction Program.

I further understand that any violation of this agreement may result in the loss of credit time and/or a change in credit time classification in accordance with (IC-35-50-6-5) or loss of privileges.

I understand that evidence obtained in any Community Corrections violation will be admissible in court and will be used against me in any violation proceedings.

I hereby waive my Fourth Amendment rights with regard to search and seizure by any law enforcement officer.

I understand that this agreement shall remain in effect until I am discharged from my sentence.

I hereby agree to waive extradition from any other state of jurisdiction and agree to return to Tippecanoe County at the request of the Sheriff of Tippecanoe County.

I understand that my place of residence while on the Work Release Program shall be the Tippecanoe County Community Corrections Facility. I must maintain housing deemed appropriate by Tippecanoe County Community Corrections while on any program.

I agree to submit to breathe, urine, oral, blood test for alcohol/drugs use at the request of the Community Corrections staff or any law enforcement officer.

I understand that failure to return to the facility as instructed is a criminal act and a charge of escape may be filed against me.

Note: It is a Level 6 Felony crime, punishable by six months to two and one half years, if you fail to report back to Tippecanoe County Community Corrections as and when required.

I will not operate any motor vehicle without permission of Tippecanoe County Community Corrections. On any Community Corrections program a valid driver's license, proper vehicle registration and insurance as required by Indiana Law are mandatory.

I agree to submit to an IRAS (Indiana Risk Assessment System) evaluation. I further agree to enroll and complete all courses and/or programs recommended by the Community Corrections Staff.

The Coordinator may notify the sentencing Court and Probation Department of all recommended classes and/or programs completions and non-completions.

The Tippecanoe County Community Corrections Programs and the County of Tippecanoe, its personnel, employees, staff and agents will not be liable for any loss or damage to property brought into the facility. By voluntary possession of such property in the Work Release facility, the participant releases all claims of any nature which may exist or occur in the future relative to such property.

I understand that the Community Corrections Program and the County of Tippecanoe, its personnel, employees, staff and agents are not liable for any medical expenses, problems or injuries I incur while on any Community Corrections program or at my place of employment.

I understand that if I fail to abide by the rules of any Tippecanoe County Community Corrections program I may lose Credit Time or be expelled from the program and subject to court imposed sanctions. I understand that if I commit a criminal act or act in a manner that constitutes an immediate threat to the security of any Tippecanoe County Community Corrections program or the staff personnel I will be placed in the Tippecanoe County Jail.

The Coordinator will immediately notify the sentencing Court and Probation Department of the facts and circumstances that necessitated the removal.

I agree to submit to body substance screening for use of drugs and understand that this will be at my expense. A violation of this section will occur with results showing the presence of any unauthorized, unreported or illegal drug, drug metabolite or drug by-product.

I authorize community corrections, probation any problem solving court to disclose the results of any drug screening tests to all Courts, law enforcement, probation, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem solving court.

I agree to all disclosures necessary for monitoring compliance with the terms of problem solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be a violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.

I agree to submit to a polygraph examination at the request of the Community Corrections office in regard to actions or events occurring while participating in any Community Corrections Program.

I agree not to enter into any contract, borrow money, purchase property in excess of \$100.00 or open any charge or financial account without the permission of the Program Coordinator.

I agree that I will not live with anyone on probation, parole, community corrections. The only exception is if you are legally married to the other person.

Date: _____

Signed: _____

Witness: _____

USER FEES

The following is a list of fees that are required to maintain proper eligibility in the Community Corrections Program. If a participant becomes more than \$300.00 behind on his/her fees, steps will be taken to remove the participant from the program. The participant may be required to sign a contract of payments to achieve getting the arrearage below \$300.00 and may be in jeopardy of being removed if \$300.00 is surpassed again in arrearage. These fees should be looked at and figured into your budget. Effective July 1, 2002.

Program fees are calculated at the hourly rate you are paid currently at your job. The daily rate is a minimum of \$12.00 daily for Home Detention, or the hourly rate; whichever is greater not to exceed \$60.00 daily. Work Release is a minimum of \$14.00 daily, or the hourly wage rate; whichever is greater not to exceed \$60.00 daily. If you are paid a salary amount, the salary will be divided by 52 weeks, then 40 hours a week to get the hourly rate. Daily Reporting is a minimum of \$6.00 daily, or the hourly wage rate; whichever is greater not to exceed \$60.00 daily.

Also note that your fee schedule may be modified depending on specialty of equipment you may be placed on. If placed on BacTrack you will be subject to an additional \$6.00/day.

Fees must be paid weekly either in the office between the hours of (8:00AM -4:15PM) or online with a transaction fee at:

http://www.tippecanoe.in.gov/community_corrections/

Sign On Fees: \$150.00

Transfer Fee: \$150.00 (non-refundable)

Work Release	\$14.00 daily - \$60.00 daily based on salary.
Home Detention	\$12.00 daily - \$60.00 daily based on salary
Day Reporting	\$ 6.00 daily - \$60.00 daily based on salary.
Reschedule Fee:	\$50.00 for first rescheduled appointment, \$75.00 for second rescheduled appointment.

Weekly Rate:	Home Detention	Daily rate multiplied by 7.
	Work Release	Daily rate multiplied by 7.

Work Crew Court Ordered	\$150.00
Work Crew Sanction:	\$50.00/sanction
Work Crew Reschedule:	\$50.00
Work Crew Reinstatement	\$50.00

Community Service	
Up to 40 hours	\$100.00
Over 40 hours	\$125.00
Reinstatement Fee	\$50.00

Equipment Replacement Costs:	
GPS Unit	\$750.00
BacTrack	\$100.00
Charger	\$25.00
Relialert	\$1,050.00
Shell	\$ 100.00
Strap	\$ 0.50

Community Transition Program is subject to fees related to current program. You are required to pay daily rates.

TCCC will no longer print receipts, with the exception of sexual offenders who do not have access to the internet, you will receive a copy of your receipt via email. You must provide a valid email address.

Tippecanoe County Community Correction fees are set by the Tippecanoe County Community Corrections Advisory Board and approved by the Tippecanoe County Commissioners.

TIPPECANOE COUNTY COMMUNITY CORRECTIONS
2800 North Ninth Street Road
Lafayette, IN 47904

PERMISSION FOR RELEASE/RECEIPT OF INFORMATION

TO: WHOM IT MAY CONCERN

Re: _____ Date: _____

I hereby authorize the staff of the Tippecanoe County Community Corrections Program, to release progress reports concerning my conduct, as well as written results of duly administered breath, and urine tests to any law enforcement agency, probation officer, parole officer, prosecutor, sentencing court, family doctor/dentist or current employer, during my period of supervision with Tippecanoe County Community Corrections. I also authorize any of the aforementioned entities to release information regarding me to Tippecanoe County Community Corrections staff.

I authorize community corrections, probation any problem solving court to disclose the results of any drug screening tests to all Courts, law enforcement, probation, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem solving court.

I agree to all disclosures necessary for monitoring compliance with the terms of problem solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be a violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.

I also authorize my employer to release any records relating to my employment in writing or verbally to an authorized staff member of Tippecanoe County Community Corrections.

Printed name

Signature

Date signed

Witness

COMMUNITY CORRECTION POLICY CONCERNING SEARCH AND SEIZURES

Waiver of Fourth Amendment Rights

CAUTION: The following document is legally binding. Read and understand it before signing.

In consideration of the opportunity to participate in a Community Corrections program rather than serve my sentence through the Department of Correction or other secure or more restrictive environment, I acknowledge and agree that I hereby waive my rights concerning searches and seizures under the Fourth and Fourteenth Amendments of the United States Constitution and under Article 1, §11 of the Indiana Constitution. Specifically, I hereby consent to allow employees of Community Correction or law enforcement officers to search my person or property without a warrant and without probable cause.

I agree that such a search is permissible during day or night and includes, without limitation, entrance into or searches of my residence, my telephone, any computing device of mine, secure containers and vehicles. Such searches may take place in my presence or outside of my presence and with or without prior notice to me.

I further understand and agree that all areas of the Work Release facility are subject to search including, without limitation, lockers, drawers or other areas of the facility.

I further understand and agree that such searches will not be conducted arbitrarily or for the purposes of harassment but will be conducted in a manner that is reasonably related to Community Corrections goals of public safety, rehabilitation and/or deterrence of future criminality.

I further understand and agree that any evidence found as a result of such a search of my person or property may be used as evidence against me in a disciplinary hearing, court of law, or otherwise.

DATE: _____

SIGNED: _____

WITNESS: _____

COMMUNITY CORRECTIONS POLICY CONCERNING DRUGS AND ALCOHOL

CAUTION: The following document is legally binding. Read and understand it before signing.

Participation in any Tippecanoe County Community Corrections Program is voluntary. Those who apply must understand that they do so of their own free will. Additionally, those who apply *must understand* that the program has a zero tolerance of alcohol and drugs. Therefore every applicant for any Tippecanoe County Community Corrections Program is required to sign the following document prior to being accepted into the program.

If admitted into any Tippecanoe County Community Corrections program I understand and agree to the following terms, without the right of a disciplinary hearing.

- A. That if I test positive for Marijuana, K2/Spice, Bath Salts or any other illegal drug, or possess or consume alcohol, I may immediately be taken back to jail and removed from the program. In addition, I may also lose all good time credit toward my sentence.**
- B. If I am on probation while on any Community Corrections Program, I also understand that a formal charge of probation violation may be filed with the court.**
- C. If I am removed from any Community Corrections program for any of the above reasons, I understand that I may not be eligible for the program in the future.**
- D. Failure to have payment at the time of the screen and/or failure to report the same day your color is called is considered a Refusal to Submit to Testing.**

I authorize community corrections, probation any problem solving court to disclose the results of any drug screening tests to all Courts, law enforcement, probation, community corrections, prosecutors, defense counsel and/or any agent of those entities for the purpose of monitoring my compliance in the program. I understand that this consent will terminate upon the closure of my case by the court or upon my termination of the length of my probation, community corrections sentence or participation in any problem solving court.

I agree to all disclosures necessary for monitoring compliance with the terms of problem solving court rules, probation/community corrections/diversions. Refusal or revocation of consent prior to conclusion of supervision shall be a violation of the terms of pre-trial, problem solving court rules, probation/community corrections or diversion.

By my signature below, I acknowledge that I have read and understood all of the above, and agree to all disciplinary terms as stated.

I agree to submit to Urinalysis or Breath Test when requested by Community Corrections personnel, law enforcement officer or sentencing court.

Date: _____

Signature: _____

Witness: _____

Code of Conduct

MAJOR OFFENSES

CLASS A OFFENSES

- 100 Violation of Law**
Violation of any federal, state or local criminal law. Committing any additional criminal acts.
- a.) The filing of information in any court charging a criminal offense.
 - b.) Failure to advise staff of your being questioned, stopped, arrested or investigated by any law enforcement officer.
 - c.) Any violation of the court order.
 - d.) Any violation of your conditions of probation
- 102 Assault/Battery**
Committing battery/assault upon another person with a weapon (including the throwing of bodily fluids or waste on another person) or inflicting serious bodily injury.
- 103 Rioting**
Encouraging, directing, commanding, coercing or signaling one or more other persons to participate in a disturbance to facility order caused by a group of two (2) or more offenders which creates a risk of injury to persons or property or participating in such a disturbance or remaining in a group where some members of the group are participating in such a disturbance.
- 106 Possession of Dangerous/Deadly Contraband/Property**
Possession or use of any explosive, ammunition, hazardous chemical (e.g., acids or corrosive agents) or dangerous or deadly weapon.
- 108 Escape**
Intentionally fleeing from lawful detention or knowingly or intentionally failing to return to lawful detention following temporary leave or other authorized absence granted for a specific purpose or time period within two (2) hours after the designated return time.
- 111 Conspiracy/Attempting/Aiding or Abetting**
Attempting or conspiring or aiding and abetting with another to commit any offense.
- 113 Trafficking**
Engaging in trafficking (as defined in IC 35-44-3-9) with anyone who is not an offender residing in the same facility.
- 114 Sexual Act with a Visitor / Another Offender**
Contact of a sexual nature by an offender with a visitor while in Work Release or with another participant. (Does not include kicking, punching or grabbing the genitals when the intent is to harm or debilitate rather than to sexually exploit.)
- 116 Refusing a Mandatory Program**
Refusing to participate in a mandatory program to include: failure to register for the program, failure to comply with the criteria for participation in the program, failure to cooperate with the staff presenting the program and being terminated from the program based upon failure to participate or for other behavioral reasons.
- a.) I agree to submit to a) IRAS (Indiana Risk Assessment System) or any other evaluation deemed necessary by Tippecanoe County Community Corrections and further agree to enroll and complete all courses and/or programs recommended by Tippecanoe County Community Corrections, Probation, or the Court.
 - b.) If placed on the Global Positioning System (GPS) monitoring platform you agree to follow all conditions related to the monitoring equipment assigned to you. You are ordered to follow the directions of properly charging the unit as follows. Charge the GPS monitoring unit two consecutive hours every day. If the unit should die you must charge it for four hours consecutive. Do not submerge unit in water.

117

Assault on Staff

Committing battery/assault upon any staff person, including contractors and volunteers, which results in bodily injury or serious bodily injury (including the throwing of body fluids or waste on a staff person).

120

Violation of Condition of a Temporary Leave

Failure to abide by any rules/conditions of the Temporary Leave Agreement.

- a.) Being “out of bounds” (when you are not where you are supposed to be during the time frame you are released and for the intended purpose of the granted leave).
- b.) Any violations of the Conditions of Employment Agreement.
- c.) Failure to obtain employment per the admittance guidelines.
- d.) Failure to maintain employment. Any employment obtained while on the program, you will be required to retain for a period of 30 days, you are required to give two weeks’ notice to all employers if you wish to resign from employment.
- e.) Failure to return to the Work Release facility or your residence if you are released early from work, lose your job or as instructed by Tippecanoe County Community Corrections staff.
- f.) Leaving your place of employment without the approval of your employer and/or Tippecanoe County Community Corrections staff. Failure to report to employment or any assignment after being released for that purpose.
- g.) Leaving Tippecanoe County without written permission by a TCCC staff member.
- h.) I understand that I am not allowed to leave the facility for the purpose of work if the work is volunteered, unpaid and/or “off the clock”. I understand that I may not work more than 70 hours in one week. I must be in the building 8 consecutive hours per day (if in Work Release).
- i.) You are not to leave the interior of your residence at any time, without receiving permission to do so by Tippecanoe County Community Corrections.

121

Payment of Fees:

Failure to Pay User Fees in accordance with policy.

I agree to pay all fees and deposits required by the Tippecanoe County Community Corrections.

- a.) Drug Screen fees are to be paid in full at the time the sample is provided.
- b.) I agree to keep all user fees under \$300.00 at any time. If not I may be moved to a higher level of supervision.
- c.) Pre Trial must keep all user fees under \$100.00 at any time
- d.) **All accrued fees must be paid in full before two weeks before the completion of any community corrections program.**

CLASS B OFFENSES

202

Possession or Use of Controlled Substance or Alcohol

Possession or use of any unauthorized substance controlled pursuant to the laws of the State of Indiana or the United States Code or possession of drug paraphernalia.

- a.) Consumption or possession of medication requiring a prescription without proper medical authorization and/or the knowledge of TCCC.
- b.) Consumption or possession of alcohol including powdered.
- c.) Failure to pass a breath test for alcohol.
- d.) I will not consume anything containing alcohol (i.e. liquid cold medicine, cough syrup, mouthwashes, powdered alcohol, etc.)
- e.) Consumption or Possession of Synthetic Cannabinoids (K2/Spice), Bath Salts or any other intoxicating substance/liquid.

203

Refusal to Submit to Testing

Refusal to submit to any testing or sampling required by statute (e.g., DNA sampling) or refusal to submit to a test to determine the presence of alcohol or a controlled substance as ordered by staff, including failure to provide an adequate or unadulterated specimen for testing purposes.

- a.) Failure to report to the Screening Company the same day when your number is called within their business hours is considered a Refusal to Submit.
- b.) Failure to pay associated fees with the drug screen resulting in a rejection of testing is considered a Refusal to Submit.
- c.) Tampering, switching, adulterating, diluting or in any manner attempting to provide deceptive urine specimens will be considered a refusal to submit a specimen.

207

Possession of Electronic Device

Unauthorized alteration, unauthorized use or possession of any electronic device, including, but not limited to: Electronic Monitoring Equipment, computer, computer software, cellular telephone, pager, PDA, computer disk, CD/DVD, recording tape (audio or video) or associated hardware. (This offense includes accessing computers, software, the Internet, a facility LAN, etc. or using such in a manner not authorized by Tippecanoe County Community Corrections and the alteration of authorized electrical devices, such as televisions, fans, etc, for unauthorized purposes, e.g., charging cellular telephones.)

209

Impairment of Surveillance

Using curtains, coverings or any other matter or object in an unauthorized manner that obstructs or otherwise impairs the line of vision into an offender's cell or room or which obstructs or otherwise impairs any viewing panel or surveillance equipment, either audio or visual within the facility.

- a.) Refusal/Failure to allow a Community Corrections officer or other Law Enforcement officer access to my ENTIRE residence will result in a sanction and possible removal from TCCC. Failure to answer the door/phone for an Officer.
- b.) I understand that all pets must be confined so that any officer may enter my residence without fear of being attacked.
- c.) I understand that I must have a working telephone with no special calling features for the entire term of my placement on Electronic Monitoring.
- d.) Refusing to follow directions related to charging the Global Positioning System (GPS) monitoring unit assigned to you. Allowing the unit to lose charge and switch off; or charging the unit in excess causing damage to monitoring unit.
- e.) Tampering, Altering, Defeating Electronic Monitoring equipment.
- f.) I understand that I must have a permanent place of residence and must have approval from Tippecanoe County Community Corrections at least 30 days prior to any change of residence. Hotels/ Motels are not acceptable. TCCC can refuse a change in residence and no current participant is allowed to live with any other current participant unless legally married and approved by TCCC staff.

212

Assault/Battery/Threatening

Committing a battery/assault upon another person without a weapon or inflicting bodily injury.

Communicating to another person the plan to physically harm, harass, or intimidate.

Communicating a plan to cause damage to the property of another person or intentionally making accusations that are untrue or false. Attempting to establish a dorm boss.

213

Threatening

Engaging in any of the following:

- a.) Communicating to another person a plan to physically harm, harass or intimidate that person or someone else.
- b.) Communicating a plan to cause damage to or loss of that person's or another person's property.
- c.) Communicating a plan to intentionally make an accusation that he/she knows is untrue or false
- d.) Establish or any attempting to establish any type of dorm/facility boss system.

- 215 Unauthorized Possession of Property**
Unauthorized possession, destruction, alteration, damage to, or theft of county property or property belonging to another.
a.) Possession of contraband including but not restricted to weapons, tobacco, drugs or anything that is not on the approved participant property list, and not approved by the director.
- 230 Counterfeit Documents**
Counterfeiting, forging, or unauthorized reproduction or possession of any document, article, identification, money, passes, security or official paper.
- 233 Bribing/Giving**
Giving or offering a bribe or anything of value to a staff member, authorized volunteer, visitor or contractor or giving to or accepting from any person anything of value without proper authorization.
a.) Extortion, blackmail, protection, demanding or receiving money or anything of value in return for protection against others.
- 236 Disorderly Conduct**
Disorderly conduct: exhibiting disruptive and violent conduct which disrupts the security of the facility or other area in which the offender is located. Unruly and/or rowdy conduct, disturbing other people, arguing, being loud, horseplay and/or interfering with staff.
- 246 Possession of Offensive Material**
Unauthorized possession and/or display of any symbol, paraphernalia, photograph or any other item or behavior which is prohibited by TCCC policies, procedures or rules or which is offensive based upon an individual's gender, race, religion, ethnic or personal background or which may intimidate another person based upon their gender, race, religion, ethnic or personal background, such as materials relating to a security threat group.
- 250 Community Re-Entry Center/Community Transition Program Violations**
Commission of any of the below acts by Community Re-Entry Center/ Community Transition Participants:
a.) Refusing employment or the opportunity to seek employment, resigning or being discharged from employment without the approval of the Facility Head.
b.) Failure to turn in all wages, tips, monetary compensations, pay stubs or statements of earnings to staff.
c.) Securing or using any identification card unless approved by the Facility Head or designee to possess an employment identification card from the offender's approved place of employment.
d.) Failing to report to work/school as scheduled, being absent from work/school, failing to return to the center/program within prescribed time limits unless approved by the Facility Head.
e.) Failure to go to, or from, the approved destination, by the approved route or approved method of transportation.
f.) While in the Community Reentry Center/Community Transition Program, refusing to obey an order from any staff member.
g.) While in the Community Reentry Center/Community Transition Program, refusing to work or accept work, program or housing assignment, or unauthorized absence from a work or program assignment.
- 251 Lying to Anyone**
Lying or providing a false statement.
- 252 Refusing an Order**
Refusing to obey an order from any staff member. An offender may be guilty of this offense if the offender knew or reasonably should have known that the order existed or was in effect.
- 253 Insolent/Vulgar/Profane Behavior**
Insolence, vulgarity or profanity toward staff or visitors.
a.) Throwing or projecting any item.

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Unauthorized Contact

Unauthorized contact with the public including physical contact with a member of the public and oral communication with the public which has not been approved by staff.

- a.) Any unauthorized non-sexual interaction between a Work Release participant and a Work Release participant of the same and/or opposite sex. **Male and Female participants are to have NO form of communication inside/outside of the facility except when necessary during employment.**

MINOR OFFENSES

CLASS C OFFENSES

307

Unauthorized Possession of Food Items

Food and/or drink are not allowed in the dorm, classrooms, laundry room. The only place food and drink are allowed is in the day room or drink (water) if necessary for the consumption of medicine in the check in area.

366

Unauthorized Area

Entering or remaining in a room or area other than the room or area to which the offender is assigned, without permission of authorized staff, or leaving a room or area where the offender is required to be, without permission of the staff person supervising the activity or without a valid pass to go somewhere else at that time. This offense includes entering the living area (cell, bed area, etc.) of another offender without permission from staff or facility rules or permitting another offender to enter the offender's living area without permission from staff or facility rules and includes reaching or leaning into or putting any object or part of the body into another offender's living area.

367

Gambling

Gambling or possession of gambling paraphernalia, or preparing or conducting a gambling pool, lottery, drawing or other game of chance.

370

Cruelty to Animals

Striking, hitting, punching or kicking any animal or deliberately abusing or mistreating any animal, including those under the care and control of the Department.

371

Inadequate Work/Study Performance

Failing to meet the standards set for performance on a work assignment or program assignment if the offender has the ability to meet those standards, including: failure to submit program assignments, deliberately participating in a work slowdown, refusing to follow work standards established for a work assignment.

373

Punctuality and Attendance

Failure to attend and be on time for all activities for which an offender is scheduled, unless:

- a). The offender is sick and reports this to staff as required by the facility.
- b.) The offender has a valid pass to be in another location.
- c.) The offender is authorized to not attend the event or activity.

CLASS D OFFENSES

- 465 Violating Facility Rule**
Violating any facility rule, regulation, or standing order if said rule, regulation, or standing order has been posted or otherwise communicated to the offender.
- 469 Violation of Safety/Sanitation Rules**
Failure to follow safety or sanitation regulations, using any equipment or machinery unless specifically authorized to do so or operating such equipment or machinery in a manner contrary to instructions or posted standards.
a.) Violation of the cleaning or laundry policy
- 472 Failure to Maintain Personal Hygiene Standards**
Being unsanitary or untidy; failure to keep ones person or ones quarters in accordance with standards which have been posted or otherwise communicated. This offense includes failure to maintain personal cleanliness or grooming to the point that the offender presents a health hazard or is offensive to others and who has knowledge of this condition and the opportunity to correct it. Offenders shall be expected to shower at a minimum of once per week unless the offender has a documented medical excuse.
a.) Violation of the Hair Grooming Policy
b.) Failure to follow dress code requirement
c.) Wearing unauthorized or inappropriate clothing

Violation Procedure

RIGHTS

ALL PARTICIPANTS HAVE THE FOLLOWING RIGHTS CONCERNING THIS MATTER IF THE SANCTION IS LOSS OF EARNED GOOD TIME CREDIT OR REMOVAL FROM PROGRAM/CHANGE IN PROGRAM PLACEMENT:

1. You will be given a written notice of Infraction within three (3) business days of the discovery of the conduct violation. You are requested to sign the written notice of infraction when delivered to you to acknowledge that you have received it and are aware of the charge.
2. You will be scheduled for a hearing before a Hearing Officer within 72 hours of the time you are given your Notice of Infraction of the charge, excluding weekends and holidays. The disciplinary hearing will be held preferably within seven (7) working days from the date of the incident or from the date the employee first becomes aware of the alleged violation. You may request a copy of your hearing form.
3. You will have this time to prepare for the hearing.
4. You have the option to admit your guilt, and waive your hearing.
5. You have the right to have an impartial Hearing Officer.
6. You have the right to appear and speak in your own behalf.
7. You may call witnesses, it is your responsibility to contact them, but if not practical for safety and security reasons, you may be asked to submit questions you want asked of them. Witnesses may be other participants or staff. The number of witnesses for you may be limited to three (3). At the end of the hearing, the Hearing Officer will review the facts and testimony and will make a finding. You may request a copy of the findings. If you are found not guilty, all reference will be removed from your file. This is not a legal hearing and you do not have the right to counsel. If you choose to have counsel for witness they will be interviewed separately.
8. You have the right to have the assistance of a lay advocate (the Department will require that the advocate be an employee of, or a fellow participant of the same sex, in the same facility).
9. You have the right to have an administrative review of the Hearing Officers decision by the Coordinator upon written objections by you, submitted within seventy-two (72) hours after an adverse determination of the Hearing Officer.
10. Hearings are to simply find guilt or innocence. If you admit guilt there is no need for a hearing and a disposition will be completed. You do not have a say in the sanction and a hearing will not change the sanction.

VIOLATION SANCTIONS

Class A, Major Violation Sanctions

- a. Termination from the program, and/or
- b. Work Crew Hours
- c. Written reprimand

Class B, Major Violation Sanctions

- a. Termination from the program
- b. Work Crew Hours
- c. Written reprimand

Class C, Minor Violation Sanction

- a. Work Crew Hours/ In House duties (not to exceed 40 hours)
- b. Loss of privileges
- c. Written reprimand

Class D, Minor Violation Sanction

- a. Work Crew Hours/In House Duties (not to exceed 40 hours)
- b. Loss of privileges
- c. Written Reprimand

A guilty plea or finding may result in the imposition of any sanction or combination of sanctions. The maximum allowable sanctions for each class offense are as follows:

	Class <u>A</u>	Class <u>B</u>	Class <u>C</u>	Class <u>D</u>
<u>Sanction</u>				
Work Crew/In House Cleaning	80 hours	60 hours	40 hours	40 hours
Loss of privileges	180 days	120 days	90 days	45 days

Habitual Rule Violator

More than One (1) Major Rule Violation or Four (4) Minor Offenses within ninety (90) days.

Grievance Report:

A grievance may be filed by a program participant to express a real or imagined complaint concerning a department policy, facility condition, staff misconduct, or as a response to access to medical care. A program participant may file a grievance without being subject to any adverse action. The grievance should be filed on the *Grievance Form* and placed in the Coordinator's mailbox. The Coordinator should respond to the program participant in writing or in person within ten (10) business days. The Coordinator's response may be appealed to the Deputy Director. Any such appeal must be filed, in writing, within 5 days of receipt of the response from the Coordinator.

Drug Screening Policy

1. Each participant will immediately be tested when starting any Community Corrections Program.
2. Each participant will be tested periodically for drug/alcohol abuse by urinalysis or oral swab.
3. Refusal to provide a sample may result in immediate removal any Community Corrections program and transfer to the Tippecanoe County Jail.
4. Participants unable to provide a specimen on request will be isolated until the specimen is provided.
5. Participants unable to provide a specimen one (1) hour after being requested to do so or will be considered refusing to provide a specimen.
6. Tampering, switching, adulterating or in any manner attempting to provide deceptive specimens will be considered a refusal to submit a specimen.
7. If you provide a doctor's note or claim that you are medically unable to provide a sample you will be deemed medically unfit for programming and you will be removed from all programs.
8. All confirmed positive specimens may be reported to the sentencing court, or any other law enforcement agency.
9. Evidence of drug abuse after entering any Community Corrections Program will result in disciplinary action and possible removal from further participation in any Community Corrections Program.
10. Reminder concerning drug testing. Anyone taking mini-thins, no-doze, etc., we are continuing to operate under zero tolerance on failed drug tests. So if a non-prescription drug causes you to fail the drug test, you will be subject to immediate removal. The only exception on a failed drug test is if it is for prescription drugs prescribed to that participant and under the knowledge of Tippecanoe County Community Corrections.
11. Many myths and false claims about ways to beat urinalysis exist. These claims are false. Several of these myths could be hazardous to one's health. The only way to pass urinalysis is to abstain from drug use. If a participant does drugs while under supervision, even a little, they will be caught and violated from the Work Release Program, Home Detention Program or any other Program TCCC Provides.
12. Tippecanoe County Community Corrections *has a zero tolerance of alcohol and drugs.*
13. **Drug screens must be paid for at the time of the screen at a rate of \$16.00 per drug screen (this includes baseline screens).** If a screen must be sent to the lab for verification of a positive it will cost you \$35.00 per drug tested at minimum.
14. Participants serving time on a drug conviction or violation for a dirty drug screen will be subject to drug screens weekly. The drug screens will be at your own expense. You can and may be subject to a drug screen at any time.
15. Testing is provided by a private company and operates out of the community corrections facility. After receiving your baseline urinalysis you will be issued a personal identification marker by the company. You will be required to call **daily** to see if you are to be screened. You must report the day you are called during the scheduled hours or you will be marked as Failure to screen/Refusal to Submit.

Motor Driven Cycles Policy (Formerly known as mopeds and scooters)

CLASSES:

Class A MDC's to cover the spectrum of bikes that are above 50cc, but do not meet the requirement to be a motorcycle. Class B MDC's to identify the vehicles that do not require a license or insurance to operate. Class B's MUST be 50cc or lower.

License Requirement Class A - must possess ONE of the following:

- Valid driver's license with a motorcycle endorsement with a MDC-A restriction
- Valid driver's license with a motorcycle endorsement
- Valid driver's license with a valid motorcycle learner's permits

Proof of Ownership:

- Certificate of title or manufacturer's certificate origin
- Bill of Sale
- Ownership Affidavit

Insurance is Required, Must be plated

License Requirement Class B – must possess ONE of the following:

- Valid driver's license (no endorsement required)
- Valid driver's permit (no endorsement required)
- Unexpired State of Indiana issued identification card with an MDC Class B endorsement

Proof of Ownership:

- Certificate of title or manufacturer's certificate origin
- Bill of Sale
- Ownership Affidavit

Insurance is NOT required, Must be plated,

This motorcycle cannot operate at more than 35 miles per hour

Passengers are NOT allowed

No interstate highway or sidewalk operation

Drivers with suspended licenses:

A person with a class B MDC is allowed to operate their vehicle while their operator's license is suspended, so long as they have a CLASS B MDC ENDORSEMENT on an ID card.

POLICY AND RULES

Check-in Procedures (SUBJECT TO CHANGE WITH 5 DAYS NOTICE)

1. Each program participant is required to report to TCCC for weekly check-in.
A.) Program participants will be advised by a staff member of the date and time of check-in.
2. Participants may be asked to submit to a drug screen, breathalyzer, or search of their person and property.
3. Participants are required to fill out a weekly schedule. Failure to attend check in may result in lock down/work only status for the week.
4. Weekly fees will need to be paid to the front office or online, prior to your check-in.
5. You must provide a copy of your pay stub and time card to your Officer and always have your breathalyzer tube on your person. If you fail to bring your tube you can purchase one at the cost of \$.050 per tube.

PROGRAM SCHEDULES

Program Participant Schedules:

Program participants will submit a weekly schedule with an Officer at check-in. This schedule will include all activities the program participant needs time out to complete. The Officer will review the schedule for compliance to program policy and either approve or disapprove the schedule.

Should a schedule be disapproved, the Officer will work with the program participant until an approved schedule is completed.

It is important that the participant places all the information that is known on this form. Dental, medical and other personal appointments must be submitted on the weekly schedule. The program participant must indicate the name, address and telephone number of the service provider.

The program participant must be able to provide documentation of attendance to an Officer. Deviation from your schedule is not allowed unless deemed an emergency (i.e. death in the family, surgery) and can only be approved by your assigned case manager.

All activities that cannot be done during these passes will be at the discretion of the officer approving your schedule.

You may not take passes back to back (consecutive to) and you may not have a pass and work scheduled at the same time. It is one or the other.

You are not allowed to leave the County on ANY pass.

Every effort should be made between the Case Manager, the program participant, and the program participant's employer to have the program participant's work schedule available on or before the day of check-in.

TCCC offers the following passes:

- Errand Time Pass: 3 Hours / week
- Incentive Pass: 2 Hours-6 Hours / week depending on your approved level
 - Fees must be below \$300.00
 - Must be on the program a minimum of 90 days
 - Conduct Clear
 - Approved by the case manager

Please note that you are not allowed to change your pass times without expressed consent of your case manager. If you are called to work during the time frame of your passes then your passes are null and void if you choose to work.

Program participants may contact their Case Manager by calling the facility and dialing the extension provided to you for your specific case manager. There is no need for REPEATED calls or messages. At NO time will a Coordinator accept calls for anything other than a Medical Emergency. Do NOT call other staff to attempt to gain permission for an unscheduled leave.

Leaving a message with staff does not mean that the request has been approved. Your case manager will return your call if deemed necessary and when they are available.

Employment:

Participants are required to sign a condition's of employment form when being placed on the Home Detention program. They are to abide by all the requirements listed on this form. A copy of this form can be provided to the participant at their request.

Church:

The program participant's Officer may call the church to verify the information on your schedule; if any information proves to be false the Officer will not allow the program participant to attend church services until the information is correct. The program participant will have to provide documentation of attending the church service every check-in day. Time of the church service must still be written on the weekly schedule. You will receive up to a 3 hour block of time for Church. You do not receive extra time for travel. It is all inclusive.

Yard Time:

You will be allotted time to work in your yard and around your home. You must place it on your weekly schedule. Make sure you return in to your home before the start of the pass (If away from your home) and at the end of the pass so that your electronic monitoring box alerts that you have returned "home".

Verification Pass:

A Verification Pass is used for documentation of participation in a program such as: AA, NA, church, private counseling, or any other program for which the participant's Surveillance Officer needs documentation. The program participant must have the leader of the group, minister, counselor, or instructor sign and date the pass. If the pass is not signed the program participant may receive a Non-Compliance Sanction.

Timesheets

Timesheets are verification of the participant's work hours. Every program participant who is working must submit a timesheet at every check-in. The participant's Surveillance Officer compares the times on the timesheets to that of the daily summaries. Timesheets are required to be signed by a supervisor. We understand that not all jobs require the participant to clock in and out. Using a time sheet obtained from the Surveillance Officer, write in the start and end time on the job for the week and have a supervisor sign their name and telephone number.

VISITORS

At no time is any individual allowed to accompany any Tippecanoe County Community Correction Home Detention participant in to the facility for any reason. If you received transportation please have the driver wait in the car.

You are not allowed to have visitors to your residence without permission from TCCC staff. If visitors are present when an officer arrives they may be asked to leave for Officer Safety.

PROGRAM PARTICIPANT RESPONSIBILITIES

Concerning Contraband

1. Program participants must immediately report the presence of contraband in the facility to staff.
2. If a program participant discovers he or she has inadvertently brought contraband into the facility they should contact staff immediately to have the property removed.
3. Program participants should remove any prohibited property from their person before entering the facility. Contraband items will not be stored within the facility.

Contraband includes but is not limited to: Pocket Knives, Laptops, tobacco/smoking products, any Deadly Weapon, illegal substances or alcohol.

Residence:

If you are not the sole owner/lessee in the home you intend to reside in, the individual who is the owner or lessee will be required to sign *Consent to Search* form while you reside there. Refusal to do so will result in your removal from that location.

Please note that while you are on a TCCC program you are not allowed to live with an individual (s) who is on probation, parole, or Community Corrections unless you are a married couple. No Exceptions.

You must maintain appropriate housing while on community corrections or you may be removed from the location with alternative placement.

HOLIDAYS

Privileges may be suspended on certain holidays due to certain restrictions.

Staff will use the following guidelines below in determining who may work on the designated holidays. Program participants will be notified in writing of any other dates that would follow this procedure.

Program participants must provide written verification of work schedule from their supervisor at least one-week prior to the holiday.

Program participants must be able to be seen or contacted in person.

The program participant's supervisor must be present during the workday.

Surveillance Officers will have final discretion as to who will be allowed to work on these days.

RELEASE PROCESS

Officially, the program participant's time of release is 11:59 pm on the date of the release. However, the week before the scheduled release, the program participant and Surveillance Officer will discuss the time that will be set for the program participant and what will happen the day of release. *Work Release, release time is 1100 hours.* All equipment including the charger as well as tracking unit and carrier if applicable, must be returned to Tippecanoe County Community Corrections in good condition at the time of release. If the equipment is not returned, the program participant may be charged with theft. You must complete all assigned Work Crew (if any), Pay all Fees in Full including drug screen fees to Total Court Services before being released.

Rewards and Sanctions Schedule

Purpose: To establish a facility disciplinary code and sanctions and a schedule of rewards for positive behavior for the electronic monitoring participants.

The objective is to develop reasonable rules and regulations that are designed to encourage program participants to respect the rights of others. In addition, it is also designed to encourage the self-discipline and self-control that will enable program participants to return to society and live within accepted standards. Once on the program, if you meet all standards you will be eligible for an Incentive Pass after 90 days on the program. Those participants who have been found guilty of a rule violation must wait until 90 days after completion of the sanction to move up in the reward status and will start over from the beginning. Those participants who have a Non-Compliance that is referred to the sentencing court will not be eligible to advance in reward status until disposition of the Non-Compliance.

The Program Participant has the right to appeal the decision of the violation in writing, stating the specific reasons for the appeal, within 72 hours from the receipt of the decision. All appeals should be directed to the Home Detention Coordinator / Deputy Director.

Any participant assigned work crew as a sanction will immediately become ineligible for all passes until completion of all work crew hours.

Work Release Fees

Sign On Fee: \$150.00

Daily Rate: \$14.00-\$60.00

Reschedule fee: \$50.00 for first rescheduled appointment, \$75.00 for second rescheduled appointment.

Uniform Rental: \$ 0.71 daily

Bedding Rental: \$ 0.71 daily

Work Release Participants are required to pay for all lost or misplaced padlocks, keys and I.D. cards. The replacement cost is:

Jail Meal	\$ 2.50
Padlock	\$25.00
Lost lock key	\$10.00 each.
I.D. card	\$5.00.
Mattress	\$50.00
Pillow	\$10.00
Unwashed Uniform Laundry fee	\$29.00
Unwashed Linen Laundry Fee	\$37.00
CIP Street Clothes Laundry	\$8.00 per load

FINANCIAL RESPONSIBILITY

Program participants shall pay their weekly fees in the following manner:

1. Fees need to be paid at a minimum of weekly.
2. All fees will be paid by money order, cashier's check, or cash.
3. Those participants who are not current on their fees will be subject to a non-compliance report. The program participant may receive disciplinary action and/or be referred to the Court for further action.

SEARCH POLICY

Individual

All participants are subject to search at the discretion of the facility staff. All participants will be pat down searched before entering the day room from the check-in area.

Strip searches will be done on a random basis and/or for probable cause. However, no member of the opposite sex shall be authorized to conduct a strip search of a participant in the Work Release Facility unless deemed necessary for safety and security reasons. Any strip searches of a Work Release participant will be conducted only according to staff policy.

Facility Areas

All areas of the Work Release facility are subject to search. Included in the search area are lockers, drawers, or any other areas that the participants can come in direct contact with including outside of the facility but on TCCC property.

Participants will be disciplined for any contraband found in areas under their control.

BREATH EXAMINATIONS POLICY

All participants may be tested daily for alcohol. The possession and use of alcohol in any form is expressly prohibited.

Participants are also subject to alcohol breath examinations at any time during their sentence whether or not they are on facility premises. Officers may require participants to submit to breathe examinations while they are on pass, during transportation and while at work.

CONSUMPTION OF ALCOHOL: Reminder-All items containing alcohol is still prohibited (Nyquil, mouthwash, etc.)

Work Release VEHICLES POLICY

1. Any participant driving a vehicle to the Work Release facility shall park in the designated area assigned by the Work Release staff and all vehicles shall be locked when unattended. All vehicles shall be tagged and registered with check-in and tags must be displayed on rearview mirror on a car and handlebar of a motorcycle, moped or bicycle.
2. Vehicles parked at the Tippecanoe County Work Release facility will be the sole responsibility of the owner. The Work Release Program and the County of Tippecanoe will not be responsible for loss or damage to vehicles or their contents.
3. Alternative transportation may include any of the following:
 - a. Public transportation
 - b. Ride sharing with other participants of the same sex, with permission from the Work Release staff.
 - c. Bicycle or moped.
 - d. Transportation by family or employers
4. Participants being picked up or dropped off must have their rides parked in the proper areas.
5. It is understood that any vehicle driven by a participant shall be subject to search at any time by the staff. The participant shall be held accountable for any contraband found in the participant vehicle. For the purposes of this rule, the following items will be considered contraband:
 - a. Any alcoholic beverage.
 - b. Any alcoholic beverage container.
 - c. Any type firearm (to include toy firearm).
 - d. Any controlled substance or drug paraphernalia
 - e. K2/Spice
 - f. Any type of weapon
 - g. Bath Salts

No participant driving a vehicle shall have any occupant in his/her vehicle unless prior approval has been received from the Staff. Proof of **valid license, registration, and insurance** will be required before permission for a vehicle will be allowed. Any vehicle considered unsafe will not be allowed to be operated while you are in the program.

If any participant receives a traffic ticket for any offense while on the Program, that participant may lose his/her driving privileges and possibly other disciplinary action may be taken. You must report contact with Law Enforcement.

BICYCLES: All bicycles must be tagged. All bicycles used after dark must have lights on the front and back that can be seen 500 feet away, it's the law. If seen by a law enforcement officer without lights you could be or will be ticketed.

I agree and understand that the usage of any Tippecanoe County Work Release bicycle will become my own responsibility and Work Release assumes no liability. I will further be liable for any damage to the bike, as well as any mishap that may occur while the bicycle is in my possession. This includes any medical expense should an accident occur.

SICK PARTICIPANTS POLICY

PROCEDURE:

Participants, who become sick while they are here, shall see a doctor who can approve him/her being in with other participants. Any participant who calls in to work sick and does not go to work that day will remain in his/her dorm to help prevent others from becoming ill. Any participant that may incur a lengthy illness or medical problem and is unable to continue their employment for five consecutive working days may be subject to removal. Participants are solely responsible for all medical costs accrued while on the Work Release Program.

REMINDER: As stated earlier in this handbook, all participants must be medically able to work while on the program.

MEDICATION POLICY

Participant medication will be stored, handled and administered by the Officer on Duty as instructed by a Physician.

PROCEDURE:

1. All medication must be turned into the Work Release Check In desk unopened and the correct pill count. They will then be counted by a correctional officer and can then be dispensed. **DO NOT** take any prescription medication without it first being counted by a correctional officer and verified that is the correct medication and count.
2. Medication will be kept in the check-in office in a cabinet with the participant bunk number on it.
3. Every prescription shall bear the participant's name, date of prescription, directions for use, and name of the medication.
4. All prescriptions filled while on the Work Release Program are the sole responsibility of the participant.
5. Each participant will have a medication log sheet. This will show the name of the medication, and the date and time it was given to the participant, the participant and duty officer will also initial it at the time.
6. **Medication will not be allowed to go in and out of the facility.** Participants who need to consume medication while out of the building will be required to provide an additional prescription labeled bottle in order to take the medication out with them. The second bottle must be returned to the correctional officer whenever the program participant returns to the facility.
7. Non-prescription medication may be brought in and checked in at the Check-in Desk and will be kept in the participants **coat/wall locker** if approved. If not on the list do not bring it in. None are allowed in the Day Room/Dorms. All packages must be unopened (new).

Approved OTC medication: Tylenol, Advil, Aleve, Ibuprofen.

Any form of medication, prescription or non-prescription, found in the dayroom or dorm areas is considered contraband a Class "A" violation, which can result in loss of good time and/or removal. Due to drug interaction no PM medications will be allowed in the building or allowed to be taken while on the program. Anyone in possession of any form of K2/Spice, Bath Salts, Goldenseal or any herbal remedy or medications without approval of the Work Release Office will be subject to removal.

8. Medications will be delivered by the correctional officers at approximately:

0700 hours
1100 hours
1500 hours
1900 hours
2300 hours

These are the only times medications will be handed out. Please make your physician aware of this policy. "As Needed" prescriptions are not allowed.

9. Examples of how medications will be administered. If you are prescribed 1 pill, twice daily, you may receive/take your medication one time every 12 hours. If you are prescribed 2 pills, four times a day, you will receive/take 2 pills, 6 hours apart per day.
10. If emergency health care is needed while inside the facility the program participant should contact the on-duty Head Correctional Officer who will call an ambulance or ambulance type service if necessary at the cost of the participant.
11. All other appointments must be scheduled with a local doctor, dentist, or mental health professional at the earliest convenience and must be on the approved schedule.

MENTAL HEALTH---MEDICATION

A Psychiatrist may prescribe medication for a participant.

The same rules apply as for medical prescriptions.

CHECK IN AND OUT PROCEDURES

Times:

Check out and return times will be established by the participants Case Manager. Punctuality is required and will be monitored. Failure to return as required will result in disciplinary action against the participant. Participants who are released from work early must return immediately to the Work Release Facility.

Check Out Procedure:

Participants are to report to the Check-In Desk at the time they are scheduled for release and are not to report early or late. Staff members will not wake participants.

- Participants will dress out in the locker room when it is time to exit the facility for approved leave.
- At that time participants will receive their ID badge and any medications necessary while out of the facility and be marked out by the officer.
- Participants are required to call in any and all locations after leaving the facility. If you do not have permission on your approved schedule to be at a location then you are not allowed to go to said location. Do not call in to the office to get approval for a location that has not been pre-approved.
- If a participant calls in a location that is not approved on the schedule they will be subject to a sanction for "out of bounds."
- If a medical emergency arises while out of the facility the participant is responsible for letting the facility know the situation and where they will be receiving medical help

Approved Scheduled leave

- Participants are required to call in every location upon arrival and exit. Do not go to a location that has not been pre-approved on the participant schedule this is to include visits to a gas station to and from the building.
- While at work participants are required to call in every job site if they are approved to work outside of a business.
- Participants will receive thirty (30) minutes for lunch and must call in to the office when leaving the job site or business for lunch, call when arriving at lunch location, call when leaving lunch location and call when back on the job site.
- Failure to call in a location will result in a sanction for “out of bounds”.

Check In Procedure

- Upon entering the facility participants will empty their pockets and place all items in the bowl on the table be searched by an officer. A staff member will verify that there is no contraband entering the facility at this time. .
- All Participants entering the facility must immediately turn in any medications to the check in office along with their ID badge and any paperwork.
- Participants will then take all belonging into the locker room for storage.
- After exiting the locker room you will walk through the metal detector and you will be given a full body search.
- Participants will then be allowed to enter the Day Room.
- No Property will be allowed to enter the Day Room that is not on the approved list.
- No Participant is allowed to exit the Day Room for any reason unless called out by an officer.
- No Participant is allowed to leave the Day Room and go to the Locker Room for any reason unless exiting the facility on approved leave.
- In the case of school books that are hard bound you must have permission to enter the day room with those items. School work must be done immediately and when finished an officer will give you permission one time to take them back to the locker room.
- No property is allowed to enter the day room if not approved on the dorm list of property and no property is allowed to exit the day room unless you are completing the program. Daily you may take with you cash, credit card, and minimal change for laundry. Nothing else will enter the day room.

***No participant is allowed to exit the Day Room for any reason other than being called out by an officer or to leave the facility on approved leave. Participants do not have permission to enter the Locker Room for any reason while in the facility. Participants must be responsible for having everything they need once entering the Day Room. Under no circumstance will a participant be allowed to go to the locker room unless they are leaving the facility*

Participants will be completely dressed when leaving or returning to the facility in accordance with the written dress code. Gum chewing is prohibited on facility grounds.

Time Cards

The card must be used each time a participant enters or exits the facility. It is the responsibility of the participant to ensure that the time card is correct.

DROP OFFS

Money will be dropped off at the Work Release Entrance, the side door on the south side of the building. Money will be dropped off in an envelope and the staff officer on duty will deliver it to the participant. A receipt will be given to the person dropping off the money if the participant is not in the facility at that time.

RELIGION POLICY

Participants may bring in one (1) approved religious reading text into the Work Release facility for their own use.

WORSHIP: Only qualified representatives appointed or approved by the Coordinator may hold regular services or consultation at designated times.

MAIL POLICY

1. Work Release participants may receive mail by having it addressed as follows:

Mr. John/Jane Doe
C/O Tippecanoe County Work Release
2800 N. 9th St Rd
Lafayette, IN 47904

2. All incoming mail shall be opened and inspected by the Work Release staff for the presence of contraband.
3. Only letters will be accepted into the Work Release facility.
4. Change of address DO NOT AT ANY TIME do a **Permanent** change of address to our facility. This is because; when you leave our facility the Post Office will not forward your mail. So if you have no other option than to have your mail delivered here than go to the Post Office a have a TEMPORARY ADDRESS CHANGE card filled out. The Work Release Office will not be responsible for forwarding your mail. All mail will be returned to sender once you leave our facility.

Regarding legal research at the Tippecanoe County South Street Branch Library:

The following rules apply:

1. Passes must be between the hours of 8:00AM- 5:00PM.
2. Pass must be Monday-Friday only, NO EXCEPTIONS
3. On the pass we Need a cause/case Number
 - a. Must be for a criminal case/child support case only
 - b. NO plea agreement cases
4. If you have an attorney you will need to work with them
5. Only one (1) time per week for a maximum of two (2) hours
6. You are ONLY allowed to do research at the South Street location

PROGRAMS AND SERVICES

Alcoholics Anonymous/Narcotics Anonymous

Attendance at AA/NA meetings is encouraged for all participants who have experienced difficulty with alcohol or other chemical abuse.

Any participant that is court ordered to these meetings or has an alcohol/substance charge will be allowed to attend meetings. You will not be allowed to go to more than 3 meetings per week unless court ordered. You will have to have a multiple meeting pass approved to attend these meetings.

Adult Education/GED Preparation

Educational programs are available to all participants through the **LAFAYETTE ADULT RESOURCE ACADEMY**. All programming is subject to change.

All participants are encouraged to participate and each student is taught on a level in accordance with their abilities.

Work at your own pace; choose your own study topics.

LIFE SKILLS

Job Skills
Job Advancement Skills
Job interviewing
Job application with a felony
Communication skills
Money Management
Time Management
Anger Management
Conflict resolution
Self-esteem
Positive thinking
Social participation
Obligations/responsibilities
Career planning

ACADEMIC SKILLS

Reading
Writing
Grammar
Spelling
Tables/graphs
Math
Science
Social studies
Life skills
GED preparation
CDL preparation
ASSET preparation
Computers

LAUNDRY POLICY

The Tippecanoe County Work Release Program will maintain a laundry service area within the facility.

PROCEDURE:

1. Participants will do their own laundry, and this will be done at least once a week.
2. Residential staff will monitor the laundry facility and frequency of each participant's laundry time.
3. Each participant will be required to launder his or her blankets at least twice a month.
4. Men can do their laundry on Tuesday, Wednesday, Friday and Sunday.
5. Women can do their laundry on Monday, Thursday and Saturday.
6. Laundry can only be done between the hours of 7:00AM and 11:00 PM
7. All laundry chemicals must be purchased within the Work Release Facility.
8. No "street" clothing will be allowed in the day room. You must clean this laundry while on errands pass.

PARTICIPANT GRIEVANCE POLICY

A participant of the Tippecanoe County Work Release Facility shall have the right and the means to report a grievance to the proper officials without fear of being subjected to any adverse action for doing so.

SUBJECT: Participant Grievance Procedure

A grievance is a complaint. It may involve an employee or another participant and must involve a rule, a right or a procedure that has been broken or withheld from a participant in violation of established written procedures. Participants may file grievances at any time. The following procedure will be used in handling grievances:

1. Grievance forms are available from any employee upon request.
2. Complete the Grievance Form entirely. If assistance is needed, contact a Work Release Officer.
3. Submit the Grievance Form to any Work Release Officer. He or she will attempt to resolve the grievance and respond to the participant, in writing, within three (3) working days.
4. If the Work Release Officer is unable to solve the grievance, submit the Grievance Form to a Work Release Case Manager or Coordinator. He or she will respond within five (5) working days.

5. If the Work Release Head Correction Officer or Case Manager is unable to resolve the grievance, submit the Grievance Form to the Work Release Coordinator. He or she will respond within ten (10) working days.
6. ***The Coordinator has the final say.***

PARTICIPANT SLEEPING DORMS

Staff members will assign bunks and lockers to participants. And at no time may a participant change their assigned bunk and locker without permission of the staff.

A mattress and a pillow will be provided to each participant. You are responsible for its care and maintenance.

All dorms will be inspected daily. The following policies will apply:

1. Bunks shall be made when not occupied for the purpose of sleeping. Bunks must be made before participants are permitted to leave the facility. Beds will be made in Hospital Style.
2. No more than one mattress and one pillow may be on a bunk.
3. Floors, walls and furnishings must be clean, orderly and clutter free.
4. No items may be placed on or over any light fixtures.
5. Dorms should be fresh and odor free.
6. All participants are expected to clean up after themselves. If you make the mess, clean it up and work details will be easier on everyone.
7. Dirty clothing will be kept in a laundry bag and NOT on the floor. Clean clothing will be kept in the locker or storage drawer provided.
8. Quiet hours are from 11:30 PM to 6:00 am. All participants shall observe this time as quiet time and respect other participant's sleeping. Staff will have the final decision as to what activities will be allowed at these times.
9. Participants are responsible for their personal property and the security of that property. All property must be locked in the storage drawer and locker you are assigned.
10. NO horseplay or other inappropriate conduct will be tolerated.
11. If a participant destroys County or Work Release property, he/she will be held responsible for any repairs or replacements.
12. At no time shall a participant deface Work Release or County property. Participants are not permitted to attach materials or objects to the walls, bunks or ceilings.
13. At no time shall a participant hang any item that will obstruct the Staff Officer's view of the participant. Absolutely NOTHING is to be on the floor or hanging on the bunks (except dirty laundry in the approved bag) when you leave (including hats, belts and shoes-these items go in the locker bay area). While in the facility, you may have two pair of sandals under your bunk.
14. The only food or drink permitted in the facility must come in by means of vending or scheduled meal. At no time should any food or drink be in the dorm area. All food and drink must be consumed in the dayroom area. You are allowed to have one 20 oz. bottle of water in the dorm
15. Participants are not allowed to enter another dorm other than the one they are assigned at any time or for any reason.

16. Bunks and lockers will be damp-dusted and all articles placed in a neat matter. Bed rails will be dusted.
17. Storage box will be cleaned inside and out. Contents in the Locker should be arranged in a neat and orderly manner.

QUIET HOURS AND WAKE-UP TIMES

1. The dormitory/restroom areas are "Quiet Areas", there are to be no loud or boisterous voices, noise or activities in these areas at any time.
2. You will respect the sleep hours of participants who work different shifts.
3. **Wake-up:** 0700 hours seven (7) days per week. Participants working night shifts will rise at 0700, complete their morning detail, eat a meal if they requested it, then may return to bed, but are responsible for their own wake-up.
4. **Lights out:** 2330 hours to 0600 hours seven (7) days per week. Participants working past 2330 hours will be allowed forty-five (45) minutes before going to bed. You may eat after showering but television and telephones will remain off. Televisions will be turned off at 2300 hours.

WORK DETAIL

All residents will be given regular work assignments as per (IC 11-12-5-1). Daily floor cleaning required each and every day. Staff will assign all work details only. Participants will complete their own work detail.

1. All Floors---sweep, and mop
2. Foyers
3. Halls and employees restroom
4. All bathrooms
5. All fixtures
6. Day Room
7. Laundry Room
8. Counter tops cleaned
9. Table tops cleaned
10. Empty all garbage – **Garbage containers are to be cleaned out every day.**

Waste Management

Trash will be placed in approved containers only. Recyclable materials will be sorted as required. Participants will remove trash from all ward areas at least daily and more frequently if required. Trash removed from the facility will be placed in the appropriate containers located on the Work Release property. No trash originating from outside the facility will be brought onto the Work Release property.

Trash removal is the responsibility of all participants assigned to Work Release. Facility staff will inspect daily to ensure proper waste removal. Failure to follow established procedures for cleanliness and facility maintenance may result in disciplinary action.

Work Release Staff shall make available, on a daily basis, cleaning equipment, including, but not limited to the following: mop, brooms, scouring powder, disinfectant and dust pan, in order that participants can maintain their living areas in a clean, safe and healthy condition.

Bathroom and Hallways

All bathroom areas are to be cleaned following each use. Toilets are to be flushed and clean, trash is to be placed in receptacles provided, and floors and walls are to be clean and clutter free. Showers are to be cleaned after each use and care is to be taken to keep floors dry. Mirrors, sinks and other fixtures are to be cleaned daily.

Classrooms

The classrooms are to be kept clean and orderly at all times. Participants **cannot** bring food or drink into the classrooms.

Day Rooms

The day room is subject to search and inspection at any time. The area will be kept clean and orderly at all times. Participants will dispose of all trash in approved receptacles. Participants will clean, inspect and make tidy all areas prior to leaving that area. Chairs, tables, games and other supplies and equipment will all be left in their designated place and position when leaving that area. No items will be left on the floor.

When completed with work detail, participants must tell the Correction Officer on duty so that it can be inspected. The Work Detail is not finished until this is done.

****Participants are not to abuse facility furniture by writing or carving on tables, etc. ****

If at any time you destroy or deface any Work Release property such as, but not limited to mattresses, pillows, or walls of the pods; You will not only be charged with a rule violation but you will also be charged for the item destroyed or defaced. This cost will be added to your fees. Criminal charges may also be filed.

TELEVISION POLICY

Television within the Work Release Program is a privilege and shall be used with care. Approved hours for use of television will be 6:00 am until 11:00 pm and the television will be turned off promptly at the required hour. The television will be kept on mute at all times. You must buy a headset to hear the televisions from TCCC. Volume levels of the television should not interfere with residents who are making phone calls or attempting to read or study. Television viewing is based on a majority rule. If there is a split among participants the officer on duty will determine what will be watched.

TELEPHONE POLICY

PHONE CALLS

NO PHONE CALLS WILL BE ACCEPTED AT THE CHECK-IN DESK FOR PARTICIPANTS. Phones are available in the Work Release dayroom and are available to any participant during the hours of 6:00am until 11:00 pm. The Phone Company will have a 15-minute time limit on each call.

The staff **WILL NOT** take phone messages for you unless it is an emergency, or pertaining to your employment or your ride to work. No lying or sitting down while on the telephone. You will lose your telephone privileges if you are caught lying or sitting while talking on the phone.

VENDING POLICY

Participants may purchase items from Market C as needed. Drinks and food items are not allowed in any dorm area. No items, other than personal hygiene items are allowed inside the Work Release facility without the permission of the Work Release staff. Shortages or machine malfunctions will be reported to the Check-In Desk or Base immediately. **DO NOT DEAL DIRECTLY WITH THE VENDING EMPLOYEES.** Vendors are responsible for their machines Work Release personnel will not be liable for shortages, damages or other vending problems. Any abuse of vending equipment will result in disciplinary action.

Exceptions to food/drink in Dorm Area: (1) 20 oz. Bottle of Water

(1) Package of Medicine sold in Market C in a multiple dose back.
Items sold in Market C that are not consumable in one sitting (Cow Licks, Halls, Mints). Items must remain packaged and unopened.

PARTICIPANT PERSONAL HYGIENE POLICY

The Tippecanoe County Work Release Program in the interest of sanitation and cleanliness and positive imaging shall maintain procedures that will decrease the chance of disease and vermin.

PROCEDURE:

1. All participants must shower daily. Hair must be clean and neat at all times.
2. Participants are not permitted to lounge around dorm area while still dirty from work.
3. Shower shoes **MUST** be worn at all times in the shower area.
4. Dirty clothing will not be allowed to accumulate in the bunk or storage areas.
5. Any participant touching another participant of same and/or opposite sex is strictly forbidden. This includes non-sexual contact such as: cutting another participants hair, tattooing, applying make-up, bleaching hair, etc.

HAIR GROOMING POLICY

Any participant needing haircuts must be done in accordance to the following guidelines:

1. You must do it on an Errand pass. You will only get two (3) hours for this pass.
2. If you have an earned incentive pass, you can get your hair cut on those passes.
3. If you are not eligible for an errand pass and your employer has requested you to get a haircut, your boss can contact a Case Manager and you will be allowed to get your hair cut.
4. At no time is the hair to be dyed, highlighted, bleached without the process being done while on an earned pass. You are not allowed to have weaves, hair pieces, or any form of synthetic hair.

Property of Participants Violated

All bags will be marked with (first name, last name, and number of bags) and dated.

Each bag will be placed in holding trailer and held up to two (2) weeks then may be destroyed. No property of a participant who is considered absconded will be released until the participant is in custody.

TIPPECANOE COUNTY COMMUNITY CORRECTIONS PARTICIPANT LAPTOP COMPUTER POLICY

DISCLAIMER: TIPPECANOE COUNTY COMMUNITY CORRECTIONS AND ITS EMPLOYEES ARE NOT RESPONSIBLE IN ANY WAY FOR ANY DAMAGE, THEFT OR ANY OTHER OCCURANCE THAT MIGHT HAPPEN TO YOUR LAPTOP WHILE YOUR LAPTOP IS IN THE TIPPECANOE COUNTY CORRECTIONS FACILITY OR ON COUNTY PROPERTY.

1. You can only bring in a laptop for school purposes and you must be currently attending schooling at a college level.
2. Any Tippecanoe County Community Corrections employee can at any time request to check your computer to insure that you are only working on school related materials (this includes going through any file or folders, browsing history, internet searches etc.)
3. You will not be permitted to check on or update any social networking and/or dating sites.
4. You will only be allowed to be on websites that are directly related to your school work. No gaming, music, or video sites.
5. You will not be permitted to go to any pornographic websites. The laptop must be stored in your wall locker in the locker room and at no time is to be in the sleeping dorms.
6. The laptop may only be used in the large classroom and cannot at any time be used in the day room.
7. Any web cameras built into the laptop must be disabled.
8. All rules are subject to change.

MEAL POLICY

Only meals and food purchased from vending area may be consumed in the Work Release facility.

The following procedures will apply:

1. You must sign up for meals one day in advance on the meal sheet at the Base area. DO NOT sign up for any meals that you are not actually present for, they will not be held for you and you will be required to pay for any meal you order.
2. In addition, Market C is available for sandwiches, salads, snacks and soft drinks are available.
3. Meals will be served at stated times only. Meals will not be held beyond stated eating hours.
4. All meals must be consumed immediately.
5. All meals must be consumed in approved eating areas only. Food items may not be removed from eating areas for later consumption.
6. Participants will receive and consume one meal only.
7. All meals must be scheduled one day in advance.
8. Meal ordering procedures are very important. If not followed correctly it may either cause you to not be served a meal or charged for a meal.
9. The cost of one meal in this facility is \$2.50. This fee will be accessed if the participant ordered a meal and was not present when meal was served, or if the participant is present and refuses to accept the meal. The only exception to this rule is, if unknowingly the participant is required to work additional hours.
10. If you know in advance that you will be working later than meal serving times, do not order the meal.
11. The participants shall line up in an orderly fashion to get their trays. The officer will announce meals loudly and clearly.
12. NO participant is to get food for another participant. Each participant MUST get his or her own meal.
13. All dining areas must be cleaned upon completion of each meal.
14. If you will not be in the facility for a scheduled meal, you may pick up food traveling to or from your work place (this has to be in your route of travel). If you obtain the food from a restaurant, you are not allowed to consume it inside the restaurant.
15. Food has to be eaten before you return. No food or drink will be allowed into the Work Release facility from the outside.
16. FUNDED MEALS: Funded meals are for participants moved from the jail or prison and only during the first two weeks on the program. Participants must pay for each funded meal no more than 2 weeks from the date of purchase. Any participant that does not pay by the second week period will be subject to loss of good time credit. No more than 2 meals per day for the 2-week period (total of 28 meals) may be charged. Any money owed to the meal fund needs to be paid as soon as possible.

EMERGENCY PROCEDURES

A. EVACUATION PROCEDURES

Evacuation procedures will be posted throughout the facility. Participants are required to read and know these procedures. In the event of an evacuation, participants are to leave the facility by the nearest available evacuation exit. Once participants have evacuated the facility, they are required to go to the southwest corner of the parking lot (nearest to the metal storage building) and wait for further instructions.

B. TORNADO PROCEDURES

In the event of an imminent tornado strike, participants will be instructed to proceed immediately to an interior designated tornado area. Once in the designated area, participants are to sit on the floor and cover their heads with their arms. They are to wait quietly for further instructions. Participants will be advised when the danger has passed and it is safe to return to normal activities. During Tornado Warnings no one will be allowed to leave the building.

C. SNOW POLICY

In the event of heavy snow or a severe winter storm, participants may be required to remain inside the facility. Staff members will notify employers that participants are unavailable for employment due to snow or storm conditions. No participant will be released from custody during a declared snow emergency unless his/her job requires them to be at their place of employment for the emergency (i.e. wrecker service, hospital, emergency team etc.)

D. THUNDERSTORMS

During a thunderstorm warning, no participants will be allowed to use a bike or moped.

Participant Procedure for Pass/Schedules

Weekly Schedule: All Work Release participants are required to attend weekly check-in. Please attend this check-in with the knowledge of what you need to do for the upcoming schedule week. At the time of your check-in you will sit down with an officer and give them your work schedule, meetings and appointments. You are also allotted 3 hours weekly for errand time. The requirements to be granted this errand time are to maintain your user fees under at the time of your check-in, and bring back receipts from your errands.

Work Schedule

Your work schedule will be done at the time of your check-in. However, we understand that you may be required to work overtime. If this is the case your supervisor needs to contact Work Release staff at 765- 423-4236 and report this overtime to a correctional officer. Failure to do so may result in a rule violation. Please also understand that you cannot call yourself in for overtime it must be a supervisor. At the end of the work week you are required to provide a paystub to your Case Manager verifying your hours worked for the week. You may not work more than 70 hours /week.

Information / Permission Request Form

If you need to speak with a case manager or staff member, you will fill this form out in full with the information you specifically need and place it in the folder at Central.

Errand Pass

Participants must qualify before requesting this privilege *Participants who enter the facility from a Jail or the IDOC are allowed to shop for items necessary to be compliant with rules upon the first day of arrival and will be given a specific two (3) hour pass for that reason.*

Errands passes are intended for you to be able to obtain the necessities of life such as clothing from a store, ID from the BMV, Social Security Card from the Social Security Office, washing laundry.

Proof of Whereabouts: Participants must get documentation everywhere he/she goes, including but not limited to Probation, Alcohol and Drug Counseling, 12-Step Meetings, any classes attended, School, Work, customer receipts, lunch receipts, store receipts, building material receipts, Medical appointments, Attorney appointments Etc.

EMPLOYMENT:

- Program participants are prohibited from working out of their home/home-office or their employer's home/home-office.
- If a participant is unemployed they may be placed on Active GPS while they are job seeking, once employment is found the participant will be re-evaluated and possibly removed from GPS. If a participant wishes to seek a second job they will have two weeks to do so and may be placed on GPS.
- **You must have eight (8) consecutive hours in the building every day.** You may not work more than 70 hours in a week.

Child Visitation Policy

Unless ordered by the court the following rules apply requesting a child visitation:

- Participant Fees must be below \$300.00 on the day of the pass.
- Participant must be employed.
- Visit must be approved by your case manager.
- You cannot have any protective orders against you for the address or people in the home.
- You must have a birth certificate for the child or children on file with TCCC showing you as a parent or legal guardian, child must be less than 18 years of age.
- You must return from the pass no later than 7 pm.
- If you are visiting with the child out of doors you must have a second planned location on file in case of poor weather. All locations must be approved by TCCC staff.
- All passes must occur within Tippecanoe County.
- Child must be present for entirety of pass.

INCENTIVE PASSES

The Work Release Program will operate under an earned incentive pass system.

1. All passes are **NOT** a right, they are a privilege.
2. You must be on the program for a minimum of 90 days before you are able to earn the incentive pass. You must be conduct free and maintaining your user fees.
3. You may not leave the county for any reason and you must return from your pass by 7 pm.
4. Your case manager will approve the pass once you are qualified, you must give the specifics of the pass when you check in for your weekly schedule prior to taking the earned pass.
5. **REMINDER:** At all times the Work Release policies are still in effect and alcohol and drug testing will be closely monitored.
6. The pass can in no way violate any restraining or court order in any way.
7. Earned passes cannot start immediately after your work schedule. You must return to the facility before going on the pass.
8. Passes cannot be scheduled later than 7 PM end time. No participant will be out on a pass after 7 pm.
9. Unauthorized stops, even for a moment, may be considered a violation of your Work Release Agreement.

15. Remember if you receive a write up for any disciplinary problem and found guilty of said violation your privileges will be lost for 90 days. You will then start back at zero balance of time earned towards the reward system on the 91st day after you have been found guilty.

PARTICIPANT DRESS CODE

Male Participants will be required to wear while in the day room (uniform):

1. Light gray sweat pants with no more than 2 pockets.
2. Light gray sweat shirt with no pockets.
3. Plain t-shirt.
4. Plain Undergarments.
5. Shower shoes.
6. Plain Socks.

Female participants will be required to wear while in the dayroom (uniform):

1. Dark blue sweat pants with no more than 2 pockets.
2. Dark blue sweatshirt with no pockets.
3. Plain t-shirt.
4. Plain Undergarments.
5. Shower shoes.
6. Plain Socks.

*You may wear a basic "wedding band" (only 1) and one reasonable (plain, not raised, no stones or beads) "religious" necklace while in the **day room**.*

All participants will be required to adhere to the Work Release Dress Code and following items are not allowed to be worn in or on any Work Release Program property or facilities.

1. All participants must be fully clothed at all times, except when in the shower area. Participant's feet will be covered at all times, except when in their bunk.
2. No cut-off pants.
3. No mini-skirts
4. No transparent, see through, fishnet or any clothing with holes in them.
5. No clothing depicting suggestive or offensive messages, messages encouraging alcohol or drug abuse, suggestive sexual, political, racially provocative, or gang related messages or symbols.
6. No tight fitting or spandex clothing, low-cut blouses or tops, and no tank tops.
7. Participants will be clothed in appropriate dress at all times. Participants found in any area including dorms, hallways, other common areas, wearing unapproved dress will be subject to disciplinary action without further notification.
8. All females will be required to wear proper undergarments at all times.
9. No sun glasses, hats or bandannas (NO HEAD GEAR)

JEWELRY MALE AND FEMALE

YOU ARE RESPONSIBLE FOR YOUR OWN JEWELRY!!!!

- One (1) Watch (wall locker only)
- One (1) pair earrings (wall locker only)
- Two (2) rings (one for each hand) (wall locker only)
- One (1) Necklace (wall locker only)
- One (1) Bracelet (wall locker only)

Rings, watches and other personal jewelry items may be worn in the Work Release facility (not in the dayroom) at the risk of the participant. However, the Work Release facility assumes **NO LIABILITY** for loss or damage to such items. Excluded shall be those items of jewelry that appear to give the impression of being drug paraphernalia or items that may pose a danger to the Work Release facility order or safety.

Earrings are not considered appropriate attire in the Work Release facility and shall not be worn on the property. Tongue studs are not allowed in the facility. If you cannot remove them you must have a doctor remove it, failure to have it removed could result in loss of days and/or removal from the program.

PARTICIPANT AUTHORIZED WALL LOCKER PROPERTY LIST

All items must be kept in your locker and out of sight at all times whether or not you are in the building.

No more than the following

- (8) Plastic Hangers
- (1) Pair Shoes
- (1) Pair Boots
- (2) Hats (Baseball Cap or Painter Style)
- (2) Dresses
- (4) Everyday Pants (no cut offs)
- (4) Work Pants with Work Logo
- (4) Everyday Shirts
- (4) Work Shirts with Work Logo
- (4) Bras (no underwire or pockets/slits or extra padding)
- (2) Belts
- (2) Thermal Underwear Set (Plain White)
- (4) Underwear (Plain color)
- (4) Pair of Socks
- (1) Winter Coat
- (1) Pair of Winter Gloves
- (1) Comb &/or Brush
- (1) Contact Lens Care Product
- (1) Chap stick
- (6) Personal Letters
- (10) Legal Papers
- (1) Small Calendar or Day Planner
- (2) Books (Non-Pornographic, no magazines, no coloring books)
- (1) Word Search
- (1) Crossword Puzzle
- (1) Bible
- (1) Writing Tablet
- (10) Envelopes
- (1) Watch, Smart Watch, or Fitness Band
- (1) Bracelet
- (2) Rings
- (2) Hair Ties (Black Only)
- (1) Lipstick (No Glass)
- (1) Small Pocket or Locker Mirror (No Glass)
- (1) Powder or Liquid Powder/Foundation (No Glass)
- (1) Mascara (No Glass)
- (1) Eyeliner (No Glass)
- (1) Eye Shadow (No Glass)
- (1) Cell Phone
- (1) Small Purse-wallet size
- (1) Phone charger

Warning Notice

The following conditions will result in items being deemed as contraband and will be removed and immediately destroyed:

- Anything over the allowed number of items listed above
- Any altered or misused property
- Any items left unattended in the locker room area
- Any unattended food, drink, or personal items
- Any items shared with another participant
-

Approved Men's Dorm Items

(CS)= Must purchase from Commissary (MARKET C) inside the facility.

No more than 1 of the following

Religious Necklace (plain, not raised, no stones or beads)
Wedding Band (plain, not raised, no stones)
Nail Clipper (no file attachment)
Writing Tablet
Current Newspaper
Small Calendar or Day Planner
Crossword Puzzle
Set of Sheets (pillow case, fitted sheet, and flat sheet) (CS)

Bible
Word Search
20oz. Plastic Bottle
Comb &/or Brush
Contact Lens Case (CS)

No more than 2 of the following

Toothbrush (CS)
Plastic Toothbrush Holder (CS)
Denture Cleanse (CS)
Deodorant (CS)
Conditioner (CS)
Bar of Soap (CS)
Body Lotion (CS)
Batteries – Double AA (4pack) (CS)
Batteries – Triple AAA (4pack) (CS)
Lip Balm (CS)
Mesh Laundry Bag (CS)
AM/FM Radio (CS)
Mini Stereo Ear Phones (CS)
Sandals (CS)
Gray Sweat Pants (CS)
Ballpoint Pen
Thermal Underwear Set
Religious Pamphlets
Non-Pornographic/Obscene Paperback Books
Hair Ties (black only)

Toothpaste (CS)
Mouthwash (CS)
Denture Adhesive (CS)
Shampoo (CS)
Body Wash (CS)
Hair Gel (CS)
Plastic Soap Holder (CS)
Baby Powder (CS)
Shaving Cream (CS)
Facial Cleaner (CS)
Alarm Clock (CS)
Ear Plugs (CS)
Contact Lens Products (CS)
Gray Sweat Pants (CS)
Lead Pencil
Blankets

No more than 5 of the following

Plain T-Shirt
Plain Socks

Plain Underwear
Towels (CS)
Washcloths (CS)

Non-Pornographic/Obscene Family Pictures (no Polaroid's, not larger than 4 ½" x 5 ½")

No more than 10 of the following

Envelopes (CS)

Legal Papers

Warning Notice

The following conditions will result in items being deemed as contraband and will be removed and immediately destroyed:

- Anything over the allowed number of items listed above
- Any altered or misused property
- Any items left unattended in the shower area
- Any unattended food, drink, or personal items (in the dorm or dayroom)
- Any items on the floor, in your pillow case, under your mattress, shared with another participant, or not in accordance with bunk compliance picture
-

Approved Women's Dorm Items

(CS)= Must purchase from Commissary (MARKET C) inside the facility.

No more than 1 of the following

Religious Necklace (plain, not raised, no stones)
Wedding Band (plain, not raised, no stones)
Nail Clipper (no file attachment)
Writing Tablet
Current Newspaper
Small Calendar or Day Planner
Crossword Puzzle

Bible
Word Search
20oz. Plastic Bottle
Comb &/or Brush
Contact Lens Case (CS)

Set of Sheets (pillow case, fitted sheet, and flat sheet) (CS)

No more than 2 of the following

Toothbrush (CS)
Plastic Toothbrush Holder (CS)
Denture Cleanser (CS)
Deodorant (CS)
Conditioner (CS)
Bar of Soap (CS)
Body Lotion (CS)
Batteries – Double AA (4pack) (CS)
Batteries – Triple AAA (4pack) (CS)
Lip Balm (CS)
Mesh Laundry Bag (CS)
AM/FM Radio (CS)
Mini Stereo Ear Phones (CS)
Sandals (CS)
Blue Sweat Pants (CS)
Lead Pencil
Religious Pamphlets
Non-Pornographic/Obscene Paperback Books
Thermal Underwear Set (white only)

Toothpaste (CS)
Mouthwash (CS)
Denture Adhesive (CS)
Shampoo (CS)
Body Wash (CS)
Hair Gel (CS)
Plastic Soap Holder (CS)
Baby Powder (CS)
Shaving Cream (CS)
Facial Cleaner (CS)
Alarm Clock (CS)
Ear Plugs (CS)
Contact Lens Products (CS)
Blue Sweat Pants (CS)
Panty Liners – Pack (CS)
Ballpoint Pen
Hair Ties (black only)
Blankets

No more than 5 of the following

Plain T-Shirt
Plain Socks
Bra's (no wire or pockets)
Non-Pornographic/Obscene Family Pictures (no Polaroid's, not larger than 4 ½" x 5 ½")

Plain Underwear
Towels (CS)
Washcloths (CS)

No more than 10 of the following

Envelopes (CS)

Legal Papers

Warning Notice

The following conditions will result in items being deemed as contraband and will be removed and immediately destroyed:

- Anything over the allowed number of items listed above
- Any altered or misused property
- Any items left unattended in the shower area
- Any unattended food, drink, or personal items (in the dorm or dayroom)
- Any items on the floor, in your pillow case, under your mattress, shared with another participant, or not in accordance with bunk compliance picture

AA Material, books for GED or A.B.E. or other approved material may be kept in the Work Release facility. These items may not be removed until the owner is released from custody or otherwise removed from the Work Release facility.

ITEMS YOU MAY NEVER BRING IN TO THE FACILITY

1. **No type of firearm, knife, weapon of any kind**
2. No alcoholic beverage of any kind
3. No controlled substance of any kind
4. No tools
5. No musical instruments
6. No food or drink
7. No obscene material of any kind
8. No car, motorcycle or bicycle parts
9. No magazines of any type
10. No electronic hand held games or devices

ITEMS NOT TO BE BROUGHT TO THE TIPPECANOE COUNTY WORK RELEASE FACILITY BY FAMILY, FRIENDS OR ANY OTHER PERSON

1. Meals
2. Gifts, to include balloons, cards, cakes, notes or presents
3. Packages of any kind.

Arrangements may be made with prior approval to receive items in special or unusual cases.

IF THERE IS ANY DOUBT, CHECK WITH STAFF FIRST

COMMISSARY

All participants will be allowed to purchase commissary items from the Tippecanoe County Work Release MARKET C. No “outside” items will be allowed to purchase outside of the facility. Market C has everything you may need or are allowed.

Exact change will be needed. You will also be issued a Market C Vending Card upon admission. You may also use a credit/debit card if you do not wish to set up a Market C account.

PRICE LISTS SHALL BE POSTED THROUGH OUT THE FACILITY AND ARE SUBJECT TO CHANGE.
ITEMS MAY BE ADDED FOR DELETED AT THE DISCRETION OF THE WORK RELEASE
COORDINATOR.

If you are found to have stolen from Market C you will be charged with additional criminal charges and not allowed to return to community corrections for a determined length of time if ever.

Community Integration Program (CIP)

The Community Integration Program (CIP) will allow program participants the chance to be placed on the Work Release program who would otherwise be ineligible due to user fees owed to Tippecanoe County Community Corrections for prior placement. While on the program you will not be charged a daily rate. However, you will be required to:

1. Obtain employment of not less than thirty (30) hours per week and up to but not more than seventy (70) hours per week.
 2. Pay in full any past fees owed to Tippecanoe County Community Corrections.
 3. Pay in full any accrued fees owed to the criminal justice system in Tippecanoe County, including but not limited to: Court Costs, Probation Fees, Court Services.
- A.) You will be required to apply a **minimum of 70% of your Net paycheck** (after taxes) towards past debts. **You will be allowed to keep no more than \$100.00 of your check** for personal use per week. Minimum and Maximum dollar amounts are calculated based on a weekly paycheck. A pro rata adjustment will be made for longer pay periods.
- B.) You are responsible for setting up your child support if any to be taken out of your paycheck.
- C.) You must turn in your paycheck stub weekly or biweekly depending on how you are compensated by your employer. You will not be allowed to cash your check until your case manager verifies your pay check stub and determines which funds will be paid to which department and what you are able keep.
- D.) You will have a maximum of three (3) days to pay towards your outstanding debt as determined by your case manager. The three (3) day grace period will be calculated from the day you are paid.
- E.) During your placement on the CIP program you will be on **Work Only Status** and allowed out of the Work Release facility only for work, court, and to receive (at your own cost) medical care. You will be required to attend mandatory classes provided at Tippecanoe County Community Corrections.

You will be allowed to attend medical appointments at your own cost and attend any court related appearances.

You will be placed on Relialert Monitoring at no cost to you. However, if you cause damage to the unit or charger you will be responsible for the cost of replacement.

If you fail to comply with all conditions of the CIP program you will be placed on Lock Down status and will remain in the facility at all times.

You will be charged a rate of \$8.00 per load if you are unable to have someone do your “street clothes laundry” for you.

Daily Reporting

Curfew:

Day Reporters have a curfew of 7 p.m. You may leave your house as early as 6 am. This does not include employment. If you are working and it is scheduled you are allowed to attend work before and after curfew, however all other activities must take place between 6 a.m. and 7 p.m.

Never leave the County Of Tippecanoe without expressed consent of the Day Reporting Coordinator.

If you work past curfew or called into work by your supervisor and it is not on your schedule you must call the emergency hotline (765-742-1279 ext. *2840) and report your activity and location. Failure to call or false informing a schedule will result in a sanction.

All medical emergencies after curfew must be called in.

Scheduling/ Employment:

You will be required to fill out a weekly schedule during “check-in”. The “check-in” day is the same place, date, times as Work Release and Home Detention. You will be notified of those dates and times.

You must fill out a complete schedule of your expected/intended whereabouts. Be sure to place your employment, meetings, medical appointments, court hearings on the schedule.

Open ended job assignments without set scheduled hours are not acceptable. No change of employment may be made without prior authorization and notification to the program Coordinator.

You may only work within a 60 mile radius of Tippecanoe County with prior authorization. You may not work out of county overnight. You may be checked on by a staff member at your place of employment. You have to provide a contact phone number for your supervisor to the program Coordinator. Your employer must fully cooperate with Community Corrections including calling in overtime or unscheduled hours promptly. We may contact them to verify work hours.

Self-Employment is allowed; however you must provide proof of Workman’s Compensation insurance and liability insurance and be a legitimate business owner. You must be able to provide tax information, salary information, and billable hours.

Residence:

Officers will come to your home and make contact with you. They will verify that you are home by curfew; they may search your home for illegal activity. You are not permitted to have alcohol/drugs/weapons or any other illegal/dangerous materials in your home. You must follow the Code of Conduct as set forth. If you have visitors in your home when an Officer arrives they may be asked to leave for safety reasons. You will be expected to put animals in a safe location upon the arrival of an Officer to your home. You may not have unauthorized visitors after curfew.

You will allow any Community Corrections/Law Enforcement/Parole/Probation Officers to enter your residence without prior notice and make reasonable inquiry into your activities and others in the residence and agree to submit to the search of your person, property, motor vehicle, and electronic devices.

You are not allowed to reside with anyone on Probation, Parole, or Community Corrections.

You are not allowed to change residence without expressed consent of the Day Reporting Coordinator.

Daily Reporting:

You are required to report to Community Corrections (five) 5 days per week Monday through Friday between the hours of 8 am - 7:00 pm (this includes check-in day). If you can’t meet this requirement you cannot be on Daily Reporting.

You will come into the front desk and sign a book/see the Coordinator at that time.

Transportation problems WILL NOT be considered a valid, verifiable excuse of why you were unable to come in to the office and check in per the guidelines.

You will contact Sentry for random drug screening and follow established protocol.

Conditions of Daily Reporting:

All Daily Reporting participants will follow and are subject to the established Code of Conduct and operating procedures as set forth in the Tippecanoe County Community Corrections “Participant Rules and Regulations.”

Date: _____

Signed: _____

Witness: _____

**TIPPECANOE COUNTY COMMUNITY CORRECTIONS PROGRAM
PARTICIPANT AGREEMENT**

I, _____, have read or have had read to me the
Community Corrections Handbook, that has been issued to me, and understand all terms
and
Conditions contained therein.

I agree to comply with terms and conditions explained therein.

Signature

Date

Officer's Signature